



DELAINE EASTIN
State Superintendent of Public Instruction

CALIFORNIA
DEPARTMENT
OF
EDUCATION

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

94244-2720

DATE: June 3, 2002

TO: GED Chief Examiners

FROM: Mark Fetler, State GED Administrator
State GED Office; CA Department of Education

SUBJECT: 2003 CONTRACT PACKAGE

Enclosed is the testing center contract packet for the 2003 contract year. Please follow instructions and note the due dates. **All contract materials are due back in the State GED Office by June 28, 2002.** This packet contains the following documents:

- 1) The Responsibilities Agreement
- 2) The GED Testing Center Fact Sheet
- 3) The 2002 GEDTS Order Form for new tests
- 4) The Test Center Profile
- 5) The Test Security Memorandum
- 6) The 2003 Testing Center Contract

If any of these materials are missing, immediately notify Nancy J. Edmunds in the State GED Office at (800) 331-6316.

INSTRUCTIONS

- I. The Responsibilities Agreement and the Testing Center Fact Sheet: The Responsibilities Agreement is read, signed and dated by the Chief Examiner. Enter the center I.D. number and name at the bottom of the Agreement.

The Fact Sheet reflects information on file at the State GED Office regarding your testing center. If examiners appear on the fact sheet that are no longer on your staff, line the name out and initial the change. If an approved examiner's name does not appear, you must complete an Examiner/Proctor application for that person and submit the application to the State GED Office. If either the center address or the billing address is incorrect, contact Nancy Edmunds in the State GED Office at (916) 651-6623 or (800) 331-6316. *Do not "white out" information or reproduce a corrected form; we use this sheet to keep information on your testing site current.*

- II. The Order Form, Test Center Profile, Test Security Memo, and Contract: The Order Form and Test Center Profile must be completed and signed by the Chief Examiner.

Each statement on the Test Security Memorandum must be initialed by the Chief Examiner and the memo must be signed by the Chief Examiner and all Alternate Chief Examiners. The Contract must be signed by the Chief Examiner and the Institutional Chief Administrative Officer (the ICAO is the District Superintendent for most centers/Warden or Associate Warden for State Prisons) of the agency where the testing center is located. The Chief Examiner may NOT sign for the ICAO.

(over)

When the Contract, Order form, Test Security Memorandum, Test Center Profile, Fact Sheet, and Responsibilities Agreement have been signed, return them to the State GED Office at: P.O. Box 710273; Sacramento, CA 94244-0273. These materials must be received in the State GED Office no later than June 28, 2002. Centers that do not submit their contracts to the State GED Office by the June 28, 2002 deadline will not receive their 2003 materials in time to start testing in January. Do NOT return any materials to the GED Testing Service in Washington, D.C.

READ THE FOLLOWING INFORMATION
BEFORE PROCESSING YOUR CONTRACT PACKAGE!!

1. The Order Form. Instructions for ordering testing materials are included with the order form. Please take into consideration the following information when ordering new materials:

- Each test may be used only 15 times during the contract year.
- All centers must order answer sheets that match the format of the 2002 tests for the English, Large Print, Audiocassette and Braille editions.
- Except for Spanish testing, you may not purchase answer sheets used prior to 2002.

2. The Contract. *Other than signing and dating the contract and adding the telephone number, make no marks, notations or changes on the contract.* If there is incorrect information on the contract, notify Nancy J. Edmunds in the State GED Office at (800) 331-6316.

In some cases, the Chief Examiner of record is no longer serving in that capacity; or, he or she is unavailable to sign the contract by the specified due-date. If this is the case, please have the contract signed by a designated Alternate Examiner. Attach a cover letter signed by the Institutional Chief Administrative Officer explaining why the Chief Examiner of record has not signed the contract.

If there are any questions on this process, please contact Nancy J. Edmunds in the State GED Office.

/nje

Enclosures

1) Responsibilities Agreement

GED Chief Examiners

May 13, 2002

Page 3

- 2) Testing Center Fact Sheet
- 3) GEDTS Order Form
- 4) GED Annual Contract
- 5) Test Security Memo
- 6) Test Center Profile